

Manchester High School

2016-17 Student/Parent/Guardian Handbook



This handbook is to be used in conjunction with the resources listed below, many of which are also accessible on the Student/Parent Portal of the [MHSRedline website](#). Often, this handbook will refer you to these resources rather than repeating information:

- [MHS Course Catalogue](#)
- [MHS Athletic Handbook](#)
- [SWIPE attendance system](#)
- [HOME Access Center grading system](#)
- [Manchester Board Of Education Policies](#)
- [Manchester Board of Education Bullying Policy](#)
- [Naviance Link](#) and Training Resources
- [Code of Conduct](#)
- [Mission Statement](#)
- [Safe School Climate Policy](#)
- [Non-Discrimination Notice](#)

Mission Statement

Manchester High School will provide all students with the highest quality education to become responsible members of society.

As a school community we will:

- continually improve practices to maximize the learning of all.
- foster partnerships among students, parents, families, school personnel and the community.
- maintain a safe inclusive school where equity is the norm and excellence is the goal.

Academic Expectations

All students will:

1. read and understand literary, informational, and persuasive texts in order to analyze, interpret and evaluate them.
2. produce written materials which develop thoughts, share information, influence, persuade, and entertain.
3. comprehend verbal and nonverbal presentations at the literal, inferential and evaluative levels and speak using appropriate conventions, forms of expression, and tools.
4. comprehend and demonstrate number sense, probability, and statistics, geometry, and algebra.
5. understand and apply basic concepts, principles and theories of biology and physical science, and their interrelationships.
6. identify and apply appropriate technologies to conduct research, communicate information and ideas, produce original works, organize data, and solve problems.
7. demonstrate abstract thinking, curiosity, imagination and creativity in the arts or through academic problem solving.

Civic and Social Expectations

All students will:

1. treat others with respect regardless of race, ethnicity, class or orientation.
2. demonstrate ethical behavior through honesty and integrity.
3. be responsible for their words, actions and commitments.
4. contribute positively to the community.
5. contribute to the school by participating in co-curricular or service activities.

At Manchester High School, MHS means:

*Mastering
High
Standards*

Our Future, Taught Today!

Main Office

Name	Position	Phone Number	E-mail ____@mpspride.org
Jill Krieger	Principal	860-647-3530	jkrieger
Hillary MacLachlan	Principal's Secretary	860-647-3530	hmaclachlan
Sarah Nessing	Main Desk Receptionist	860-647-3521	b11sness
Kathryn Smith	Attendance Secretary	860-647-3518	ksmithMHS2
Lynn Wabble	Activities Secretary	860-647-3350	b21lcoll

Grade 9 – Freshmen Center

Name	Position	Phone Number	Grade 9 Teams	E-mail____@mpspride.org
Roy Roberts	Assistant Principal	860-647-3567		rroberts
Peggy Forman	Secretary	860-647-3561		b21pform
Marie Mieses	School Counselor	860-647-3556	Yellow, Green, & Red A-M	b11mmies
Eric Tarnowicz	School Counselor	860-647-6323	Blue, Orange, & Red N-Z	b11etarn
Maria Rivera	Social Worker	860-647-0119	All	b47mpapp
Michele Crandall	School Psychologist		All	mcrandall
Kelly Wilson	Special Education	voicemail 20182	Red	kelly.wilson
Josh Lewis	Special Education	Ext. 7-0042	Blue	b11jlewi
Megan Cicero	Special Education	voicemail 20337	Green	b11mcice
Lisa Young	Instructional Coach	860-647-3531		b21ldeli
Jamie Rivera	Student Advocate	860-647-5063	By Referral	jrivera

Global Studies, CHEA Academies - Room 108

Name	Position	Phone Number	Grade 10	Grade 11	Grade 12	E-mail____@mpspride.org
Linda Iacobellis	Assistant Principal	860-645-6045				liacobel
Charlene Lang	Secretary	860-647-3523				b11clang
Owen Carroll	Dean	860-645-6050				b11ocarr
Sharon Snuffer	School Counselor	Ext. 7-0113	CHEA A-L GSA A-L	CHEA All GSA D-L	CHEA All GSA D-L	b11ssnuf
Regina Moye	School Counselor	ext. 7-0110	CHEA M-Z GSA M-Z	GSA M-Z	GSA M-Z	b11rmoye
Laurie Pels-Roulier	School Counselor	860-645-5354		GSA A-C	GSA A-C	b11lpels
David Stetson	Guidance Director	860-647-3535		Truth A - Z		b11dstet

EPSA, PAC Academies - Room 119

Name	Position	Phone Number	Grade 10	Grade 11	Grade 12	E-mail____@mpspride.org
Idelisa Torres	Assistant Principal	860-647-3528				itorres
Margaret Scollo	Secretary	860-647-3524				b11mscol
Marc DiDomenzio	Dean	860-645-6051				b11mdido
Brent Mikkelsen	School Counselor	ext. 7-0109	PAC A-I EPSA A-I	PAC A-L EPSA A-L	PAC A-L EPSA A-L	b11bmikk
Sarah Sayers	School Counselor	860-647-3563	PAC J-Z EPSA J-Z	PAC M-Z EPSA M-Z	PAC M-Z EPSA M-Z	ssayers
Amanda Lister	Instructional Coach	Ext. 7-0038				b11alist

Medical Career and STEM Academies - Room 211

Name	Position	Phone Number	Grade 10	Grade 11	Grade 12	E-mail____@mpspride.org
Mark Ruede	Assistant Principal	860-647-5079				b11mrued
Christine Quintiliani	Secretary	860-647-3307				b11cquin
Alexia Kalogianes	Dean	860-647-3564				alexiaak
Colleen Murphy	School Counselor	Ext. 7-0115	MCA A-D STEMD A-D	MCA A-G STEMD A-G	MCA A-G STEMD A-G	cmurphy
Melane Thomas	School Counselor	860-647-3390	MCA E-O STEMD E-O	MCA H-O STEMD H-O	MCA H-O STEMD H-O	mthomas
Lee Snuffer	School Counselor	ext. 7-0112	MCA P-Z STEMD P-Z	MCA P-Z STEMD P-Z	MCA P-Z STEMD P-Z	b11lsnuf
Jill Mulholland	Instructional Coach	Ext. 2-0157				b11jmull

Instruction

Name	Position	Phone Number	E-mail____@mpspride.org
Katelyn Miner	Assistant Principal	860-647-3529	b11kamin
Heather Banas	Inst. Coach- Humanities	860-647-0087	hbanas
Donna Donnelly	Inst. Coach- Numeracy	Ext. 2-2165	b11ddonn

Special Education

Name	Position	Phone Number	E-mail____@mpspride.org
Sarah Burke	Interim Director of Pupil Services	860-647-5082	sburke
Lauren Kincman	Secretary	860-647-3534	lkincman
James Deschaine	Department Leader	Ext. 2-2162	jdeschaine

School Counseling Director's Office - Room 126

Name	Position	Phone Number	E-mail____@mpspride.org
David Stetson	Director	860-647-3535	b11dstet
Sarah Grisko	Secretary	860-647-3537	sgrisko
Deb Cratty	Secretary	860-647-3533	b25dcrat
Melinda Lawler	Registrar	860-647-3538	melinda55

Bentley Academy

Name	Position	Phone Number	E-mail ____@mpspride.org
Megan Thompson	Interim Assistant Principal	860-647-3342	b39mthom
Lisa Fisk	Secretary	860-647-3343	lfisk
Kristen Phoenix	School Counselor	Ext. 7-0121	kphoenix
Gary Cesca	Social Worker	860-647-0099	gcesca
	School Psychologist		
Dave Brysgel	Vocational Coordinator	Ext. 7-0801	b11dbrys

Student Support Services

Name	Position	Phone Number	E-mail ____@mpspride.org
Jane Wright	Social Worker	860-647-3545	b11jwrig
Marie Michael- Rogers	Social Worker	860-647-3557	b11mmich
Cathy Williamson	School Psychologist (A-L)	ext. 7-0013	cathyw
David Moyer	School Psychologist (M-Z)	860-647-5044	b25dmoye
Pam Hall	Substance Abuse Specialist	Ext. 7-0114	phall
Loren Conlon	Substance Abuse Worker	860-647-3486	lconlon

School Resource Officers

Name	Position	Phone Number	E-mail ____@manchesterct.gov
Officer Nick Reinert	SRO	860-647-7006	reinertn@manchesterct.gov
Officer Patrick Walsh	SRO	860-647-5060	walshp@manchesterct.gov
Sgt. James Bairos	Sargent	860-647-0117	bairosj@manchesterct.gov

Athletics

Name	Position	Phone Number	E-mail ____@mpspride.org
Lindsey Boutlier	Athletic Director	860-647-3521 x 5	b11lbout
Lisa Miner	Secretary	860-645-6052	b21lmine
Mary Cardarelli	Athletic Trainer	860-647-3550	b11mcard

Department	Curriculum and Instructional Leader	Phone Number	E-mail ____@mpspride.org
Art	Pasqua Guzzi	Ext. 7-0501	b21pguzz
English	Kelly Cecchini	860-647-3566	b11kcecc
English Language Learners	Mellie Crespo-Jimenez	860-647-3539	mcrespo
Family and Consumer Science	Melissa Doherty	860-647-3569	mdoherty
Library/Media Center	Pamela Fontaine	860-647-3565	b11pfont
Math	Cathy Mazzotta	860-647-3516	b11cmazz
Music	Keith Berry	860-647-3546	b11kberr
Physical Education		860-647-3551	
Science	Stefanie Sebastiao	860-647-3536	b11sseba
Social Studies	Dave Maloney	860-647-3560	b11dmalo
Technology Education/Business	Chris Casey	860-647-3548	b11ccase
World Language	Rosemary Stoner	860-647-3519	b11rston

Miscellaneous—Quick Guide to Important Numbers

Role	Staff Member	Phone Number	E-mail ____@mpspride.org
Attendance Office	Kathy Smith	860-647-3518	ksmithmhs2
Bus/Transportation Questions	Margaret Scollo	860-647-3524	b11mscol
Cafeteria	Bridget Mazzetta	860-647-3549	amazzett
Nurses Office	Nancy Cagna, RN Marion Ritter, RN Carolyn Hussey, RN	860-647-3543	b11ncagn b11mritt carolyn.hussey
Working Papers	Margaret Scollo Christine Quintiliani	860-647-3524 860-647-3307	b11mscol b11cquin

MANCHESTER PUBLIC SCHOOLS

School Begins: September 1, 2016

School Ends: June 13, 2017

2016

2016 - 2017 School Year

2017

August	M	T	W	T	F	First day of school: Grades K - 7 and Grade 9: September 1 Grade 8 and Grades 10 - 12: September 2 Head Start: (Early Release) September 12, and 13; (Full Day) September 14	January	M	T	W	T	F
1	2	3	4	5			2	3	4	5	6	
8	9	10	11	12			9	10	11	12	13	
15	16	17	18	19			16	17	18	19	20	
22	23	24	25	26			23	24	25	26	27	
29	30	31					30	31				
September						<input type="checkbox"/> New Teacher Orientation: August 24 & 25 District Professional Development Days: (school not in session) August 29-31, November 8, 2016, and January 17, 2017 (half day) September 21, October 19, December 7, February 8, March 22, May 17	February					
5	6	7	8	9			6	7	8	9	10	
12	13	14	15	16			13	14	15	16	17	
19	20	21	22	23			20	21	22	23	24	
26	27	28	29	30	21		27	28				
October						School Conferences/Early Release Grades Pre K-6 ONLY November 15 March 7	March					
3	4	5	6	7			6	7	8	9	10	
10	11	12	13	14			13	14	15	16	17	
17	18	19	20	21			20	21	22	23	24	
24	25	26	27	28			27	28	29	30	31	
31					20							23
November						Grades Pre K - 12 November 16 & 17 March 8 & 9	April					
7	8	9	10	11			3	4	5	6	7	
14	15	16	17	18			10	11	12	13	14	
21	22	23	24	25			17	18	19	20	21	
28	29	30			18		24	25	26	27	28	
December						Abbreviated Day for Students on November 23 and June 13, or last day of school	May					
5	6	7	8	9			1	2	3	4	5	
12	13	14	15	16			8	9	10	11	12	
19	20	21	22	23			15	16	17	18	19	
26	27	28	29	30	17		22	23	24	25	26	
							29	30	31			22
When it becomes necessary to close schools due to weather conditions or other unusual circumstances such as power failure, announcements will be made on the following TV/radio stations: WVTT Channel 30, WFSB Channel 3, WTNH Channel 8, WDRC 1360 AM & 102.9 FM, WVVZ 92.5 FM, WTIC 1080 AM & 96.5 FM, WKSS 95.7 FM, WHCN 106 FM							June					
In addition, automated notification of school closings are sent via School Messenger.							5	6	7	8	9	
							12	13	14	15	16	
							19	20	21	22	23	
							26	27	28	29	30	9
							Total days = 182					
							Adopted: February 9, 2016					
							Revised:					
							Tentative High School Graduation Date: TBD					



POWER HOUR SCHEDULE



Start	End	Length	A DAY (Drop 4/8)	B DAY (Drop 3/7)	C DAY (Drop 2/6)	D DAY (Drop 1/5)
7:30	8:24	54 min	1	1	1	2
8:28	9:21	53	2	2	3	3
9:25	10:18	53	3	4	4	4
10:22	11:15	53	5	5	5	6
11:15	12:15	Power Hour				
12:15	1:08	53	6	6	7	7
1:12	2:05	53	7	8	8	8

TUESDAY & THURSDAY SCHEDULE (FULL DAYS ONLY)

Start	End	Length	Class #
7:30	8:22	52 min	1
8:26	9:17	51	2
9:21	10:12	51	3
10:16	11:04	48	4
11:07	11:19	12	Announcements
11:19	12:19	Power Hour	
12:19	1:10	51	5
1:14	2:05	51	6

EARLY RELEASE SCHEDULE	Start	End	Length	A DAY (Drop 4/8)	B DAY (Drop 3/7)	C DAY (Drop 2/6)	D DAY (Drop 1/5)
	7:30	8:03	33 min	1	1	1	2
	8:07	8:40	33	2	2	3	3
	8:44	9:17	33	3	4	4	4
	9:21	9:54	33	5	5	5	6
	9:58	10:30	32	6	6	7	7
	10:30	11:30	Power Hour				
	11:30	12:05	35	7	8	8	8

DELAYED OPENING SCHEDULE	Start	End	Length	A DAY (Drop 4/8)	B DAY (Drop 3/7)	C DAY (Drop 2/6)	D DAY (Drop 1/5)
	9:00	9:39	39 min	1	1	1	2
	9:43	10:21	38	2	2	3	3
	10:25	11:03	38	3	4	4	4
	11:07	11:45	38	5	5	5	6
	11:45	12:45	Power Hour				
	12:45	1:23	38	6	6	7	7
	1:27	2:05	38	7	8	8	8

School Cancellations

When it's necessary to delay or cancel schools because of inclement weather or for any other reason, local radio stations and television networks will broadcast this information. In the event of a cancellation, that information will be broadcast as early as 5:30 a.m. the day of a cancellation or shortly after the decision to close school early that day. You can sign up to receive text or email alerts through [WFSB](#), [WVIT](#), or [WTNH](#).

In addition to that, an all staff email is sent from the Superintendent's office, and you may also visit the [BOE cancellations and delays webpage](#).

Delayed Opening Schedules

- Bentley Alternate Education - 9:45 AM
- Manchester High School - 9:00 AM

Early Dismissal Schedules

- Bentley Alternate Education - 12:00 PM
- Manchester High School - 12:05 PM

Staff

Principal Jill Krieger can be reached at jkrieger@mpspride.org or 860-647-3530 Specific contact information of all staff members is updated regularly on our website www.mhsredline.com. You may also click to search the [MHS Staff Directory](#).

Academic:

Please refer to the course catalog for a detailed description of the graduation requirements.
[MHS Course Catalog](#)

Twenty-two credits in Grades 9-12 are required for graduation in **2017 and 2018**.

Effective with the Class of 2019, to graduate from Manchester High School a student must have earned a minimum of **25** credits and must have met the credit distribution requirement.

GRADE LEVEL DETERMINATION Students will not be automatically promoted to the next grade. The number of credits a student has earned by the end of summer school will be used to determine his/her grade classification:

- Grade 10: 5 credits, at least four of which have been completed at Manchester High School and **3 of which must be in the area of English, Math, Science, Social Studies**
- Grade 11: 11 credits
- Grade 12: 17 credits

Grade Point Average / Class Rank:

Information regarding grading and the calculation of grade point average and class rank can be found in the Manchester High School Program of Studies

Graduation Performance Standards:

Besides earning the proper number of credits, Manchester High School students also have to demonstrate that they have successfully mastered the skills required to be successful in several academic disciplines. Please see the course catalog for specific information.

Academies

Students in grades 10-12 are offered the opportunity to belong to an academy and take courses that appeal to an area of particular interest or to prepare them for a career of their choosing. The following is a list of the current academies offered to students:

- Education Public Service Academy
- Culinary, Hospitality, Entrepreneurship Academy
- STEM & Design Academy
- Medical Careers Academy

- Performing Arts and Communications Academy
- Global Studies Academy

Attendance:

To provide all students with continuity of instruction, consistent attendance is expected. It is the responsibility of all parents/guardians to monitor the attendance of their students.

Parents/guardians are encouraged to sign up for a SWIPE account and/or monitor attendance through their student's Home Access Center account. School assistance is available as needed.

Student/Parent Responsibilities:

- Report all absences or tardiness as early as possible on the day of the occurrence by telephone at 860-647-3518 or email the Attendance Office at mhsattendance@mpspride.org
- Additionally, please submit a note to the Attendance Office upon return to school (Room 120, near the Main Office).
- All authorized releases during the day must be arranged *prior* to the occurrence. If a student has to leave early or be released during the day, a dated note from the parent/guardian must be brought to the Attendance Office *first thing in the morning*. The student will receive a pass for their teacher and their class attendance will be updated to reflect the release. If a note has not been provided or if an unexpected release is needed, an authorized parent/guardian must come to the Attendance Office *in person* to sign the student out. Authorized releases cannot be arranged by phone or email.
- All absences can only be reconciled within the marking quarter in which they occur. Quarter 4 notes must be submitted to the Attendance Office by Friday, June 1st, 2016.
- Excessive absences or tardiness (3 tardies = 1 absence) will lead to loss of credit as follows:
 - Full year courses 10 absences
 - Semester courses 5 absences
 - Quarter courses 3 absence
- Parents/guardians are asked to establish and maintain contact with the teachers of those courses where attendance has been an issue.

Attendance Procedures:

1. After the 10th absence in a full-year course, the fifth absence in a semester course, and the third absence in a quarter course, the student will lose credit.
2. The following do not count as absences for loss of credit purposes: (1) religious holidays; (2) court appointments; (3) doctor/dentist excuses; (4) absences excused by a parent/guardian (not to exceed 2 per quarter); (5) school sponsored events; and (6) participation in events under the guidance of school personnel. Proper documentation must be provided for (1)-(4).

3. Unapproved absences (cutting class, truancy) will yield disciplinary consequences.
4. Appeals for loss of credit may be made in writing to the Administrator at the end of each quarter.
5. Students with excessive absences can meet with their Assistant Principal or School Counselor to set up an Attendance Recovery Plan.

The Two-level Approach to Excused Absences: According to state guidelines, the first nine absences in a school year can be deemed excused for any reason the parent or guardian provides, but the 10th and each subsequent absence establish a more stringent and specific set of reasons for the absence to qualify as excused. Please note that in every case, written documentation must be submitted within 10 days for an absence to be excused. Here are the specifics:

Level	Total number of days absent	Acceptable reasons for a student absence to be considered excused	Documentation required within 10 days
1	One Through nine	Any reason that the student's parent or guardian approves	Parent or guardian note only
2	10 And above	<ul style="list-style-type: none"> • Student illness (Note: to be deemed excused, an appropriately licensed medical professional must verify all student illness absences, regardless of the absence's length). • Student's observance of a religious holiday. • Death in the student's family or other emergency beyond the control of the student's family. • Mandated court appearances (additional documentation required). • The lack of transportation that is normally provided by a district other than the one the student attends (parental documentation is not required for this reason). • Extraordinary educational opportunities pre-approved by district administrators. (Opportunities must meet certain criteria). 	Parent or guardian note and in some cases additional documentation (see details of specific reason).

Attendance Notification:

To facilitate communication, please keep all parent/guardian contact information current (phone numbers/email addresses). Parents/guardians are encouraged to sign up for a SWIPE account and/or monitor attendance through their Home Access Center account.

Loss of Credit/Attendance Summary Notices:

Written notice of loss of credit due to poor attendance will be mailed home.

Swipe

SWIPE is an attendance monitoring system that allows the school to significantly improve its ability to gather information and share it with parents and guardians.

Here are the basics of how it works:

- Students are provided with a photo ID that they must bring to school every day and have with them at all times.
- Students use that card to “swipe” into school at any of the three main entrances (Freshmen Center, Main Office lobby or cafeteria lobby).
- Students are required to “swipe” when they visit select areas, like the library or nurses’ office. Also, juniors and seniors with late arrival, early dismissal or off-campus privileges must swipe if they leave the building before 2:05 p.m.

Among the benefits of the system is its ability to communicate information to parents and guardians, who can sign up for a parent account that gives them the option to receive email or text messages when their child arrives to school, or cuts a class, or has accrued financial obligations, etc.

If a student comes to school without an ID, they will be issued a temporary card that can be used for that day only. There will be a charge of \$1. If a student loses their card, a permanent replacement card can be made for \$5. These charges can be paid immediately or added to the student’s obligations.

Truancy

Regular and punctual school attendance in school is essential to the educational process. The Board of Education recognizes the importance of early intervention for students exhibiting truancy behavior. A "truant" means a child age 5 to 18 inclusive, who is enrolled in a public or private school and who has four unexcused absences in one month or 10 unexcused absences in one year. A "habitual truant" means any such child who has 20 unexcused absences within a school year.

Tardiness to School: Students who swipe in late to school will be issued a slip that will serve as their pass to proceed immediately to class. Swipe data will be collected to ensure that progressive steps are taken to prevent the student from being tardy to school.

Guidance:

Guidance Information: School counselors are available to assist you with the Program of Studies, course selections and schedules, college and/or career information, as well as any counseling support needed by the student.

Assessments:

Information about the PSAT/NMSQT, the SAT, the Armed Services Vocational Aptitude Battery (ASVAB), Advanced Placement tests and other such assessments is available in our course catalog. Students with a documented disability may be eligible for accommodations on such tests. See your counselor, or call the guidance office at 647-3533, for further details.

Course or Level Changes:

In the first two weeks of the course, students, teachers, parents and counselors may work together to rectify scheduling errors only. The counselor can make these changes without the need for the student to complete the MHS Schedule Change Request. After the first two weeks of the course policies must be followed for a change in level. For this information and more please see the course catalog.

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General Info:

Communication with Families:

The staff at MHS is committed to communicating in a consistent, effective manner with parents of students and all residents of Manchester. We look forward to partnering with parents and families to ensure all students achieve at high levels. If a teacher sees a change in a student's academic performance, he/she will contact the parent. If a parent feels that some aspect of his/her student's education is not going well, please contact the teacher, school counselor, or administrator immediately. Parents/guardians are encouraged to speak to the teacher first if the issue is directly related to a class.

Home Access Center:

We no longer mail home schedules, progress reports and report cards unless specifically asked by a parent or guardian. Instead, we ask that you access this information online through our Home Access Center (HAC) using either your home access user ID or your student's user ID. Students also are issued usernames and passwords, and are encouraged to check their grades regularly. Parents and guardians who prefer to receive information by traditional mail should contact their child's administrator's secretary.

Notifications:

Throughout the school year, you should expect to receive notices/notifications from administrators or school guidance counselors pertaining to your student's academic program/progress. The list below outlines some of the notices parents/guardians should expect to receive. Additionally, we believe in the use of digital media, including the school webpage [MHS Redline](#) and Home Access Center [HAC](#), to communicate with families. If you need further assistance accessing online resources please contact the main office at 860-647-3521.

Discipline Notice:

Parents/guardians will receive written notification of any disciplinary infraction that leads to an extended detention and/or suspension. In case of suspension, an administrator will contact the family to inform parents/guardians of the situation. Any significant disciplinary infraction will also result in a phone call to the parents/guardians. Teachers will call the parents/guardians to discuss discipline and/or academic difficulties.

PPT Notification:

Parents/guardians will receive written notice regarding date and time in which a PPT is to be held.

Grade Less than a "C" Notification:

Teachers will contact parents/guardians directly by telephone or email before assigning a grade lower than a "C" on an official Progress Report or Report Card to review circumstances and remediation.

Progress Reports/ Special Progress Report:

One Progress Report will be posted during each marking period. Parents/guardians may also receive Special Progress Reports from teachers to inform you of issues and/or problems in the performance of the student, as needed. If parents/guardians prefer to have their child's progress report mailed home, they should contact their child's administrator.

Report Cards:

A report card will be posted at the end of every quarter. If parents/guardians prefer to have their child's report card mailed home, they should contact their child's administrator.

Notification of Student Review:

Parents/guardians will be requested to attend a Student Review when any significant problem or issue regarding academic performance or behavior is detected by the Assistant Principal and/or the school counselor. Teachers will also maintain regular contact with parents/guardians to discuss any concerns.

Nurse's Office

Parents may reach the Nurse's' Office (Health Office) by calling 860-647-3542 or 860-647-3543. The nurses' FAX number is 860-647-3568. The goal of the school health office is to provide emergency care, assist with routine medical conditions and promote personalized health education.

Passes:

Students who have an emergency do not need a pass. All other students entering the Nurses' Office must have a pass issued by the teacher from whose class the student has been excused. This includes study hall and lunch.

Vision and Hearing Tests:

Students are given vision and hearing tests upon request by parents or staff.

School Accidents and Accident Insurance:

School accident insurance is available at a minimum cost and provides benefits for all school accidents, including intramural sports. It also covers students on the way to and from school. Claims should be made immediately following an accident. Forms are available in the Nurse's Office and are to be submitted by parents to the insurance company. Any accidents or injuries occurring on school property or at any school related event must be reported immediately to the teacher in charge and to the school nurse. Any accident or injuries occurring to or from school should also be reported to the school nurse. An accident form must be completed. The Board of Education is not financially responsible for accidents that occur on school grounds, if school accident insurance is not purchased.

Infosnap Verifications:

These must be completed with updated emergency contact information. Please go to [InfoSnap Verification](https://mpspride.org) on the mpspride.org webpage and click on the Registration tab on the top right corner.

Physical Education Excuses:

Physical education excuses written by a doctor should be obtained at the time of treatment of an illness or injury and brought to the Nurse's Office.

Married/Pregnant Students:

All school-age children, including pregnant students, whether married or unmarried, shall be allowed to remain in school and receive appropriate support services as a part of the school program. A pregnant student may remain in her regular school program as long as her physical and emotional condition permits.

Physical Assessment for Class of 2020:

For the present 9th grade, class of 2020, the mandated health assessment will be valid from January 1, 2016 until June 1, 2017. Students entering grade 9 who have a health assessment dated on or after January 1, 2016 or after will NOT need another assessment. If a class of 2020 student does not have a physical on file in the high school health office by June 1st of their 9th grade, they will not receive a schedule for their sophomore year until a physical form is received.

Immunizations:

Parents/guardians are advised to discuss the Adolescent Immunization Schedules with the health care provider to include but not limited to: Tetanus/Diphtheria: updated; Varicella: second dose; Meningitis Vaccine; Human Papillomavirus Vaccine; and Hepatitis A.

Also, if a student is scheduled for a pre-employment, camp or sports physical, the student or parent should request the health care provider to complete the Connecticut State Health Assessment Record. Sports physicals cannot be accepted as the mandated health assessment. It must be on the Connecticut State Health Assessment Record. Students having difficulty obtaining a physical due to lack of medical insurance should contact the Husky Plan toll free at 1-877-284-8759.

Athletics:

MHS offers an extensive athletic program that includes a wide variety of interscholastic sports. To represent the school in athletics, students must carry at least four units of work and have received a passing mark in at least four units of work at the end of the marking period preceding the contest. (Complete rules for sports eligibility can be obtained from the MHS Athletic Director or Guidance Director.) Fall sports eligibility requires that four credits be earned during the previous year. Credits earned in an approved Summer School program count toward this four credit requirement.

Please see the Program of Studies Guide for a description of the school district's "C policy" requiring a minimum level of academic accomplishment in order to participate in competitive sports at MHS.

Alternate Learning Assignments

If a student/parent objects to a lesson (including science dissection or other experiment), unit or assembly program, the student should submit a written explanation of the objection signed by the parent. An alternate assignment will be provided with no grade reduction or other penalty.

Asbestos:

The Board of Education, in compliance with federal law, has developed an asbestos management plan concerning the presence or suspected presence of asbestos-type materials within district school buildings, and required inspections and preventive measures related thereto. In accordance with federal law, members of the public, including parents, teachers and other employees, shall be permitted access to the asbestos management plan of the Manchester Board of Education.

Behavior:

Manchester High School is committed to providing students with a safe and supportive learning environment. Please take a moment to look over the [Code of Conduct](#), which serves as a guide for disciplinary actions.

Bullying:

The Manchester Board of Education is committed to creating and maintaining an educational environment free from bullying, harassment and discrimination. The bullying policy is located on the BOE and Redline websites. Click [here](#) to read the complete policy. The Bullying Reporting Form is included on page 10 of the policy.

Bus Transportation:

Bus transportation will be provided to those students who live in excess of 2 miles from MHS. Students who fail to observe bus rules and regulations may be denied transportation. Concerns and problems should be reported to the MHS Principal or to the district Transportation Coordinator, Joanne Hebert, at the Board of Education at 860-647-3476. If there are medical issues that require special transportation, please contact the MHS nursing staff at 860-647-3543 to request forms and information.

MHS students participating in any after school extra-curricular programs also have access to the late/activity buses which travel to most sections of the community. The late buses usually run Monday through Thursday and leave at 4 p.m. with pickup in front of the main office. Students may not remain after school and take the activity bus unless they are taking part as a member in a supervised school sponsored extracurricular activity or receiving academic assistance from a teacher. Students must get a "late bus pass" from the teacher they are with, and must wait in room 207 (across from the media center) if the activity ends before 4 p.m. Otherwise, all students are expected to leave the school building promptly by 2:15 p.m. each school day. Students who loiter on school grounds will be subject to disciplinary action.

Late Bus Passes: These are issued to students staying after school for meetings with teachers, clubs or other school related activity. To get on the bus, students need to have this pass.

Cafeteria

Breakfast is available before school every morning. Lunch is from 11:15 a.m. to 12:15 p.m. (aka Power hour). Click here for [EZ-Meal-App](#) information or for [EZ School Pay](#) information.

Chromebooks

All students at Manchester High are issued a school Chromebook to support their learning. Students are expected to take good care of the Chromebook and use it responsibly. Click here for the [Student Chromebook Handbook](#) and check the Going Google @ MHS section on www.mhsredline.com for additional information including the Parent Chromebook Sheet.

Collections, Drives, Contests, and Distribution of Flyers (from staff handbook)

It is the intent of the Manchester Board of Education to minimize encroachment on teaching time and to protect students and staff from commercial exploitation. Student participation in collections, drives, contests, and the distribution of flyers must be voluntary on the part of

students. It is the intent of the Board of Education to limit the use of school students for collections, drives, contests, and the distribution of flyers. Reference: [Board Policy 5130.1](#)

Destiny

This is a program used to track student obligations including bills for broken Chromebooks or lost textbooks, fines for overdue library books and so on. Students can access this information from any digital device using a password. To learn more click on this [Destiny Information Link](#).

Distribution of Non-School Related Material

Any written material that may cause disruption of the proper and orderly operation of the school or school activities will not be allowed to be distributed at Manchester High School. The distribution of all posters, brochures, newspapers, and other printed materials must receive written approval of the administration.

Dress Code

Student attire should reflect respect for self, others, and an atmosphere of learning. Administration reserves the right to determine what is appropriate and in good taste. The MHS Code of Conduct contains additional information regarding the dress code. Students should place items such as coats, hats, etc. in their lockers prior to the start of the school day.

Technical, Physical Education and the Science Departments may require specific clothing, footwear, and safety equipment for the protection of students in those courses.

Students will refrain from wearing or being in possession of the following items during the school day:

- (a) Head or face coverings (exception may include documented religious articles)
- (b) Articles that reveal the back, chest, upper-thigh, or undergarments.
- (c) Articles that contain offensive writing, graphics, pictures or gang symbols.
- (d) Articles that depict logos or emblems of drugs, tobacco, or alcohol.

Parents/Guardians can expect notification if the student is dressed inappropriately and may be requested to provide a change of clothes, or student may have to leave school.

In addition, please note the following information, which is illustrated on posters located throughout the building:

Inappropriate bottoms

- Skirts and shorts should cover at least mid-thigh unless worn with opaque leggings.
- No exposed undergarments
- No sleepwear

Inappropriate tops:

- No bare midriffs
- No strapless/halter tops (Unless worn with a sweater)
- No plunging necklines
- No tank tops / spaghetti straps (unless worn with a sweater)

Inappropriate accessories:

- No hats
- No hoods
- No bandanas or headbands
- No sunglasses
- No spiked accessories

Driver Education

Driver Education is offered in the afternoon, evening and summer school. Students are required to pay the full instructional cost of the 32 hours of classroom instruction and 8 hours of behind-the-wheel instruction. To enroll, students must be at least 16 years of age at the beginning of the course. Details and enrollment forms are available from the Driver Education Coordinator after May 1 for summer classes and on the first day of school for the classes offered during the school year. Students receive .30 credits for successful completion. Applications are available in the Guidance Office.

Electronic Communication Devices / Cell Phones

Any electronic communication device is to be turned off in classrooms during the school day (7:30 a.m. to 2:05 p.m.) unless a student is given permission by a staff member to utilize his or her device for educational purposes. The prohibition does not apply to non-instructional areas, including the cafeteria, hallways and study halls during the school day. Parents/ guardians and students can expect that any electronic communication device or personal communication device that is being used without permission will be confiscated. These items will be returned at the discretion of the administration. MHS is not responsible for any lost or stolen electronic devices. The MHS Code of Conduct contains additional information regarding the electronic device policy.

Entering / Leaving the Building

When entering the building in the morning, students must swipe ID cards at a station in the main entrance at the front of the building or through the doors adjacent to the cafeteria lobby or the Freshman Center.

After 7:30 a.m. students must enter and leave using only the doors adjacent to the cafeteria lobby and in front of the main office.

Students also must swipe ID cards at either of those locations if leaving before 2:05 p.m. Also, students should not loiter near any entrance, and parent/guardians are asked to use the main entrance to the school to conduct business during the school day.

Extra Help / Make Up Appointments

Students are encouraged to use Power Hour to receive extra help and/or to make up work. Make-up periods also are scheduled Monday through Friday from 2:10 - 2:45 p.m. Students should schedule appointments with teachers when extra help and makeup work is needed.

Students will be permitted five class meetings to complete work for each approved absence. Parent/guardian can expect teachers to be available for make-up work provided the student schedules in advance.

Field Trips

Field trips are considered an extension of school and the school day. All rules and regulations that apply to students while they are in school or on school property will apply for the entire duration of the field trip. Field trip permission slip forms must be signed by a parent and school administration prior to participating.

Financial Obligations

All financial and disciplinary responsibilities must be met in order for students to purchase tickets for major MHS events (e.g., Prom, Snowball Dance, Senior Picnic, Cap & Gown, etc.) or participate in athletics. All seniors are expected to complete all accountabilities prior to graduation. There is a \$25 fee for any returned checks. Please visit your Destiny and Swipe accounts to check on any financial obligations.

Homebound Instruction

Homebound instruction is intended for long-term absences due to illness, hospitalization, surgery, accident, etc. State guidelines indicate that homebound instruction cannot be considered for absences of less than 15 consecutive school days. Homebound instruction is coordinated through the MHS Guidance Director's office 860-647-3537. Requests for homebound instruction must be made in writing through the office of Student Support Services located at 45 North School St. 860-647-3448.

Homework

Homework is defined as those activities and assignments that students prepare outside of the classroom. The suggested time allotments for homework assignments are 90 -180 minutes daily. Students should be prepared to have homework almost every evening.

Honor Roll

Please see the course catalog for information.

ID Cards

Students must possess their school-issued Swipe ID card at all times while in the building and must use it to swipe in at the beginning of the day as well as when they leave class to visit the nurse's office, student support office and other locations with swipe stations. Students must identify themselves properly and provide any supporting documentation to any staff member that makes a request. Failure to do so will result in disciplinary action and loss of privileges.

The fee for a temporary Swipe ID is \$1. A replacement ID costs \$5. Students who have outstanding financial obligations may face disciplinary consequences and can be denied participation in student activities and athletics.

IMAGINE Campaign

IMAGINE is an acronym that stands for:

- Imagine the possibilities
- Make good choices
- Accept responsibility
- Give respect to get respect
- Innovate to solve problems
- Never Give up
- Expect excellence

This is part of what is known as a Positive Behavior Intervention Support (PBIS) system, a proactive and comprehensive continuum of support designed to provide opportunities for all students, including students with disabilities, for achieving social and learning success, while preventing problem behaviors. To help all students connect with their education and help all teachers connect with students, PBIS features a common purpose and approach to discipline (outlined in our code of conduct), a clear set of positive expectations and behaviors, procedures for teaching expected behaviors, a continuum of procedures for encouraging expected behavior, and procedures for ongoing monitoring and evaluation through data analysis.

InfoSnap

This is a web-based program being used throughout the district to make the collection of student information more efficient and effective. All forms that require review should be viewed and signed off on electronically. The forms accessible through Infosnap include the following: Athletic Participation Permission Form and Handbook Agreement, Media Release Form, Student Handbook Agreement, Student Event Behavior Agreement, Late Arrival/Early Release Permission, Open Campus Permission, Chromebook Agreement, Chromebook Insurance Form, Armed Forces Refusal to Disclose Form, and the Pesticide Agreement. Click [here](#) to access InfoSnap

Late Arrival / Early Release

Students in grade 11 who have been granted permission can arrive to school later than 7:30 a.m. or leave prior to 2:05 p.m. when their schedule calls for them to have a Study Hall during periods at the beginning or end of the school day. Grade 11 students must fill out a request form for this privilege, which can be revoked if policies are not followed properly.

Seniors in good standing will be allowed the privilege of leaving campus during the day when there is an open period on their schedule. Failure to remain in good standing may lead to revocation of this privilege. Grade 12 students must fill out a request form for this privilege, which can be revoked if policies are not followed properly.

Both juniors and seniors should enter and exit only through the cafeteria lobby and the main office lobby and must swipe in and out during every entrance and exit before 2:05 p.m.

Also, no students in grades 9 or 10 may not leave the building or school property without permission of an administrator or school nurse during the school day. Failure to do so will lead to disciplinary action.

Lockers

Students who would like to have use of a locker should visit the main office. A specific locker will be assigned to them. Students can borrow a lock, which must be returned at the end of the year, or use their own. Lockers may not be used without permission. Locks on unassigned lockers will be cut and the contents taken to lost and found.

Loitering

Students must leave the building by 2:15 p.m. if they are not participating in a supervised activity. From 2:15 p.m. to 4 p.m., all students, including athletes waiting for their coach to practice, who remain in the building unsupervised, will report to the Room 207. Students should not remain on or around the grounds of other Manchester schools unless written permission has been secured from the administration.

Lost and Found

Lost and found articles are kept in the Main Office.

Make Up Work

Students must complete all school work regardless of the reason for absence. Teachers will provide make-up work for all students after any approved absence. Make-up work should be completed within five class meetings after the student's absence.

Media Center

The library/media center is open before school and after school until 3:00 p.m., and students also may come to the library during study halls or free periods. However, if they arrive after a period begins, they must have a pass to be admitted. This includes students with late arrival/early dismissal. Also:

- All students are expected to SWIPE in upon arrival and upon leaving the library.
- The library does not allow food and drink.
- Disruptive behavior in the library or inability to follow library rules may lead to loss of library privilege for the day, two week loss of library privileges or a direct referral to administration. Loss of privileges means the student will not be permitted to swipe into the library during Power Hour or free periods. However, he or she may come to the library to print and check out or return books. In addition, the student will be permitted to come to the library with a teacher during an academic class as well as before school and after school.
- No pass is needed to visit the library during Power Hour but food is not allowed.

Midterm & Final Examinations

Midterm and Final examinations will be administered according to a schedule to be established by the administration. Two examinations, each two hours long, will be scheduled over four days

allowing for all eight class periods to meet for examinations. Students will be expected to come to school only to take final examination(s) in the designated period(s). If there is a scheduled study hall for any period, the student does not need to attend school at that time, since there is no examination. In addition, students who miss a final examination due to an excused absence can complete the examination during a make-up period. The student will be required to present documentation to the teacher, from administration, verifying that the absence is excused in order to participate in final examination make-up testing.

National Honor Society

Juniors and Seniors are considered for admission to the National Honor Society. A student must have a GPA of 8.0, or above, to be considered for membership. Check with your counselor to see if you are eligible.

Naviance

Naviance is a web-based college and career planning tool used by students throughout the year as they refine their Student Success Plan. This is an individualized student-centered plan that engages every student based on their unique interests and strengths, helping them to understand the relevancy of education to achieve postsecondary educational and career goals. The plan will provide support and assistance in setting goals for academic, career, social, emotional, and physical development that meet rigorous high school and postsecondary expectations. The plan and supporting activities, such as student portfolios, experiences outside the classroom, dual credit courses, along with academic/personal records will be electronic and portable so that students and families can access the plan anywhere. Students are issued a username and password and information sessions for parents will be held throughout the year.

Off Limit Areas

Students are not permitted in the following areas:

- (a) Behind the physical education area.
- (b) Along the boundaries of the school property.
- (c) Rear tennis courts.
- (d) Teachers' parking area.

Parking

Juniors and Seniors can park in the Student Parking Lot. A parking sticker is required to park in this area. Registration is in the Main Office throughout the year. Underclassmen may park on Brookfield Street or East Middle Turnpike. Students may lose parking privileges and face disciplinary action if there is abuse of the policies.

PTA

Our Parent Teacher Association (PTA) plans events, programming, and coordinates scholarship and recognition programs throughout the year. Please see the MHS web site for meeting dates, information about the board, and other information about future programs.

Passes

Students (including seniors with off campus privileges) must obtain a pass from a staff member in order to move through the building while classes are in session. Students should show their pass and identification to any staff member that makes the request. Passes are restricted to 5 minutes.

Students will generally use their IDs to SWIPE into many locations, including administrative/counseling suites, the library, and the nurse's office. Other circumstances involve the use of a manually issued staff pass.

Power Hour

MHS uses a rotating schedule that features a 60-minute block each day during which time students can eat lunch and also meet with their teachers, all of whom are available for 30 minutes in their rooms.

Students can make up quizzes or tests, get help with homework, or otherwise receive support. Students are welcome to either eat in the cafeteria or take their food to classrooms or other designated places throughout the building.

There are just three PH rules for students to remember:

- Students' primary focus is academic achievement.
- Students eat in designated areas only and keep them clean.
- All school rules remain in effect during Power Hour.

In addition, students should note that underclassmen (grades 9, 10 and 11) are not allowed outside of the building. (During nice weather the courtyard is open for underclassmen seeking fresh air and sunshine.) Also, fast food deliveries are not allowed. Finally, students are not allowed to throw footballs, baseballs, Frisbees or anything else in the courtyard.

School Property

Students should maintain all materials issued in the condition in which they were received. Books, Chromebooks and other materials that are signed out to students are tracked using our Destiny database system, and the students (along with their parent/guardian) should check Destiny frequently to see the status of their account. Students will reimburse the school for all damaged or lost materials. Failure to return or reimburse the school for materials may result in exclusion from participation in school functions. Parent/Guardian can expect materials disbursed to be in the best possible condition available. If there is a concern, questions should be directed to the teacher.

Search and Seizure Policy

The school reserves the right to search student lockers, desks, automobiles or persons provided there is reasonable suspicion that a student has violated BOE Policies# 5144 & # 5145.2. Please

see these policies on the district website for more complete information. Parents/Guardians can expect notification if such a search is deemed necessary.

Skateboards/Longboards

These must be stored in lockers and cannot be carried through the building during the day.

Social Media

Follow MHSRedline on Twitter, FB and Instagram.

Smoking

Smoking is not allowed on or near school campus. This includes areas of Brookfield Street, East Middle Turnpike, Hunniford Street, Durkin Street, and Summit Street. It is the opinion of the Town Attorney that there is ample precedent and legal foundation in case law for school authorities to discipline students who defy school rules to the detriment of the institution, even though they are not on school property. Clearly, students standing outside our property line, openly defying the smoking prohibition, are subject to school disciplinary measures and are hereby so advised. There is no exception to this rule.

Penalties can include: a) \$60 fine issued by Manchester Police and/or b) further disciplinary action.

Study Halls

Study Hall is part of a student's assigned schedule and are held in supervised classrooms. Seniors and Juniors who don't have an assigned class can go to room 302, you will be required to Swipe In and remain in the class for the duration of the period.

Juniors or Seniors may be assigned to study halls if they abuse their open campus /late arrival/ early dismissal privileges, are academically "at risk", or have outstanding school obligations.

SRO (School Resource Officer) Program

The School Resource Officers assigned to Manchester High School are Sgt. Jim Bairos and Officers Nicholas Reinert and Patrick Walsh. They can be reached at 860-647-5060.

The main functions of the SRO include:

- Law-related teaching: The SRO works in partnership with teachers as an available resource to address law-related topics which are part of the curriculum.
- Law-related counseling: The SRO is available to counsel and advise students, as needed, regarding issues related to law enforcement.
- Law-enforcement: The SRO works as a partner, in close cooperation with the school administration and staff, in the enforcement of the law, when needed.

Student Activities

Manchester High School is committed to fostering student development both academically and socially through a strong student activities program. MHS offers a wide variety of co-curricular

activities including clubs, organizations and athletics. For more information check www.MHSRedline.com or visit the SA office, which in Room 322 (adjacent to the cafeteria).

Leadership Development

Leadership development opportunities are offered throughout the school year. Students are encouraged to take advantage of both in and out of school experiences. Students can earn activity points for participating in clubs, organizations, and athletics. Students can petition for activity honors upon graduation.

Special Events

Manchester High School is a leader among Connecticut high schools in creating activities and events for the student body. The faculty, staff and administration at MHS have a great deal of interest in providing activities for members of the student body. Consistent with our continued effort to provide an atmosphere where students can feel physically and emotionally safe and create lasting memories with their friends and peers, we ask that each of you take time to discuss the following expectations with your student:

Special Event Behavioral Expectations

- Students are expected to purchase tickets to all student events in advance. Students who have outstanding disciplinary or financial obligations will be unable to purchase tickets for specific events.
- Students are expected to come to events substance-free. Being under the influence of alcohol or other controlled substances is strictly forbidden at all school events whether on or off campus. If a student is suspected of being under the influence of a controlled substance, a parent/guardian will be called to come collect the student and the student may be subject to further school discipline.
- Students may be randomly selected for passive alcohol testing prior to entrance or during any student activity.
- If a student is found to be in possession of alcohol or another controlled substance, they are subject to the parameters of Board of Education Policy #5144 as outlined in the Student/Parent Handbook.
- Students are expected to remain for the duration of the event. Students choosing to leave prior to the completion of the event will not be allowed to re-enter.
- Students are expected to bring all necessary materials into the event with them. As a general rule, students will not be permitted to visit their cars during an event. Changes to this are at the discretion of the administrator on duty.
- Students are expected to arrive no later than one (1) hour after the beginning of the event unless otherwise stated in the specific event literature.
- Students are expected to be responsible for any guests at an event. If a guest does not meet the behavior expectations, the MHS student and the guest may be asked to leave. As a general rule, MHS special events are for MHS students only, unless otherwise stated in specific literature.

Summer School

Summer School and summer tutoring: To qualify for either of these credit-recovery options, students must have earned a minimum final course grade of 40 percent, attended class for a minimum of 60 percent of the course, and taken the final exam. Exceptions may be considered by the department's Instructional Leader or an Administrator.

Telephone Use

Messages will be given to students in the event of an emergency. Students may use their Assistant Principal's telephone or the telephone available for student use in the Main Office during school hours for emergency purposes only. All other phone calls must be made before or after school hours (before 7:30 a.m. and after 2:05 p.m.).

Visitor Policy

In the interest of protecting the welfare of students and staff, preserving the privacy rights of students, minimizing disruptions to the learning process and maintaining order and security on its premises, the following guidelines have been established:

- Visitors to any school in the Manchester school district must first report to the main office.
- Failure to register at the office and to secure a visitor's pass upon arrival on school grounds, may constitute trespassing.
- Anyone wishing to observe a class must contact the administration of the school prior to the observation. At least 24 hours' notice should be provided. The administration will consider its responsibility to avoid disruption to the learning environment.
- Visitors must follow school rules. They should not interrupt normal activities within the classroom.
- Audio-taping, videotaping or photographing of classroom activities by third parties may be disruptive to the educational process and may invade the privacy rights of students and will, therefore, not generally be allowed. Exceptions to this guideline may be made by the administration, subject to reasonable restrictions, as the administration may, in its discretion, decide. If a staff member chooses to videotape a class, a permission slip is necessary.

Student Visitors: MHS will not honor a request for student visitors from outside the district unless they have an appointment to register for enrollment through the Director of Guidance. Friends and relatives of students are not allowed to visit during school hours.

Working Papers

The CT Department of Labor requires that students under 18 years of age obtain Working Papers before they can begin working a specific job. Working Papers are issued by Ms. Scollo (room 119), Ms. Quintiliani (room 208), Ms. MacLachlan (Main Office) and Ms. Nessing (Main Office).

To get Working Papers:

- Student must get a job

- Get a written “Promise of Employment” letter from that employer and bring to MHS along with
- Documented proof of age (e.g. birth certificate, driver’s license, passport, etc.)
- Come, in person, to show these 2 items to one of the school personnel mentioned above and fill out a form. Working Papers will then be created for that specific job.

Each new job requires new Working Papers until the student is 18.